

REHABILITATION  
LEAFLET No. 11

# VOCATIONAL REEDUCATION

Procedure of the Federal Board for Vocational  
Education in the Vocational Reeducation of  
Disabled Soldiers, Sailors, and Marines :: ::

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## PROCEDURE OF THE FEDERAL BOARD FOR VOCATIONAL EDUCATION IN THE VOCATIONAL REEDUCATION OF DISABLED SOLDIERS, SAILORS, AND MARINES.

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The discharged soldier, sailor, or marine who applies for reeducation under the Vocational Rehabilitation Law is treated throughout by the Federal Board for Vocational Education as a civilian needing advice and assistance; his choice of an occupation is approved, unless, after careful investigation, sound opinion shows it to be in the end not advisable; he is trained to meet the needs of the occupation he has elected; he is urged to make the most of his opportunity to overcome his handicap by taking the best available instruction; he is assisted in securing desirable permanent employment when his training course is completed; and he is followed up after he goes to work until it is assured that his employment is satisfactory.

Under section 2 of the Vocational Rehabilitation Act, as amended July 11, 1919, "every person enlisted, enrolled, drafted, inducted or appointed in the military or naval forces of the United States, including members of training camps authorized by law, who, since April 7, 1917, has resigned or has been discharged or furloughed therefrom under honorable conditions, having a disability incurred, increased, or aggravated while a member of such forces, or later developing a disability traceable, in the opinion of the Board, to service with such forces, and, who, in the opinion of

the Federal Board for Vocational Education, is in need of vocational rehabilitation to overcome the handicap of such disability, shall be furnished by the said board, where vocational rehabilitation is feasible, such course of vocational rehabilitation as the board shall prescribe and provide."

Under section 3 of the Vocational Rehabilitation Act it is provided "that the courses of vocational rehabilitation provided for under the act shall, as far as practicable and under such conditions as the board may prescribe, be made available without cost for instruction for the benefit of any person who is disabled under circumstances entitling him, after discharge from the military or naval forces of the United States, to compensation under Article III of the said War-Risk Insurance Act and who is not included in section 2 hereof."

To give effect to this law it is necessary to take the following six steps in each case:

1. To establish whether the disabled person is eligible under the law for vocational rehabilitation.

2. To establish whether he is eligible for vocational rehabilitation under section 2 or under section 3 of the vocational rehabilitation law.

3. To determine the occupation for which he is to be trained.

4. To determine the kind and nature of the training to be given and make the arrangements necessary to provide it.

5. To place the man in suitable employment at completion of training.

6. To keep in touch with him until assured that he is satisfactorily employed.

## WHO IS ELIGIBLE FOR TRAINING UNDER SECTION 2 OF THE VOCATIONAL REHABILITATION LAW.

At the military and naval hospitals, at the 14 districts and the subdistrict vocational offices, and the various centers within each district, representatives of the Federal Board interview disabled men who are about to be or who have been discharged from the Army and Navy. The first step is to determine whether or not the man is eligible for vocational rehabilitation. The disabled man who can meet the following conditions is entitled to vocational rehabilitation under the Vocational Rehabilitation Law:

(a) He must have been separated from the military or naval forces of the United States under honorable conditions since April 7, 1917.

(b) He must have a disability that was incurred, increased, or aggravated while a member of such forces, or that is traceable, in the opinion of the board, to service with such forces.

(c) His disability must, in the opinion of the Federal Board, be of such a nature as to cause him to be in need of vocational rehabilitation to overcome the handicap of such disability.

(d) His physical and mental condition must be such as to make vocational rehabilitation feasible.

## WHO IS ELIGIBLE FOR TRAINING UNDER SECTION 3 OF THE VOCATIONAL REHABILITATION LAW.

The disabled person who for at least a temporary period has been awarded compensation by the Bureau of War Risk Insurance but whose disability, in the opinion of the board, is not such as to make him eli-

gible for vocational rehabilitation under section 2 of the Vocational Rehabilitation Law as amended July 11, 1919.

If such disabled person desires to claim the benefits available under section 3 of the vocational rehabilitation law the Federal Board will pay for his instruction and the usual expenses incidental thereto. It can not, however, under the law, provide for the maintenance and support of such persons or their dependents during the course of training.

#### **ELECTION OF COURSE AND TRAINING.**

Upon the establishment of a man's service status in the military or naval forces and his eligibility for training he is assisted by a skilled vocational adviser in making a choice of the occupation for which he will train. This adviser, from his knowledge of the requirements and opportunities of the various occupations, gives valuable counsel to the disabled soldier or sailor as to the occupation and the course best suited for him in view of his disability and all the other factors that enter into the choice of an occupation.

After the vocational adviser has assisted the handicapped man to choose a suitable occupation, his case, with full information, is referred to the office of the district wherein the man makes his permanent home. Every case is there considered individually on its merits.

In case it is impossible to determine the best course of vocational training for the man who is eligible for training under section 2 of the Vocational Rehabilitation Law, a try-out or preparatory course is provided for him in either a school or shop, where he has the



opportunity of testing a variety of work and can then make a choice of an occupation for which he desires to train. Every effort is made to assist the disabled man toward that occupation in which he is most interested and for which, because of his aptitude and experience on the one hand and his handicap on the other, he is best suited. In order to utilize previous knowledge and skill, the disabled man is advised—other things being equal—to pursue a course of training in the industry, business, or profession, in which he was engaged while in civil life.

As a general policy, a handicapped man is not directed toward an overcrowded or a waning occupation in which present or future competition might make permanent employment uncertain. In order, however, to realize fully upon the man's interest and ability, he is given the fullest information concerning those desirable occupations in which, in the light of the best medical and vocational knowledge available he can, with his special handicap, successfully engage. The district medical officer assists in the vocational advisement of the disabled man. In addition, advice is also sought from those experts in the hospitals who have effected the man's physical rehabilitation.

The disabled man, with the approval of the board, may be trained in agriculture, commerce, industry, transportation, or the professions. The length and character of the course of instruction depends upon the requirements of the vocation, the ability and interest of the man, and his previous training and experience.

Training is given in a variety of ways. The Federal Board utilizes the best educational institutions of the

country—the special schools for the education of the blind, deaf, and crippled, and the best technical, agricultural, academic and vocational schools and colleges. If a disabled man can not attend the regular classes, and needs special courses of instruction, the Federal Board makes special arrangements with the educational institution involved, so that the man may receive the training he requires. Placement training, or training “on the job,” especially in those occupations not yet regarded as being within the school or college field, is given in manufacturing establishments, industrial shops, offices, and on farms. In every case, however, the Federal Board requires the course of instruction to be adapted to the interests and needs of the disabled man, to be definitely planned for him as a learner, and to be arranged for and approved, as well as to be inspected and supervised, by its agents.

The length of the course of training varies greatly according to the ability, ambition, and handicaps of the man and to the skill and knowledge required for present and future success in the work itself.

On completion of the course of training in the school or college a period of training directly on the job is given, if necessary, to enable the man to adapt himself to the actual working conditions in the occupation for which he has been trained.

#### **MAINTENANCE WHILE IN TRAINING.**

The Federal Board pays all the expenses incident to the course of training of men who elect to take training under section 3 of the Vocational Rehabilitation Law but does not pay for the maintenance and support of the man or his dependents.



While a man is in training under section 2 of the Vocational Rehabilitation Law, either at an educational institution or on the farm, in the office or factory where he is being trained on the job, he receives an allowance for the maintenance and support of himself and his dependents from the Government. All his school expenses—tuition, laboratory fees, and books are paid for by the Board. For maintenance and support he receives \$80 per month if he is without dependents; or if he has dependents, he receives \$100 per month, plus the additional amounts allowed for the dependents. When being trained on the job the man is paid the same for maintenance and support as if he were being trained in school. As a student, be it in an educational institution or in placement training, he has the same freedom as any other civilian. He is expected to pursue the prescribed work in a satisfactory way and to obey reasonable rules and regulations. Continued failure to do so can not but result in his dismissal.

The Federal Board endeavors to secure training for a man at an institution or industrial plant as near his home as possible.

#### **PERMANENT EMPLOYMENT PROVIDED.**

Upon completion of the course of training the Federal Board assists the man to secure a permanent position where he can make the best use of the training he has received.

The aim of the board is always to direct the disabled man toward and to provide him with training for an occupation in which he can become as proficient as the normal man. It must not be overlooked,

however, that it will not be possible for some of the most seriously disabled men to become fully competent to earn the prevailing wage. Therefore, where a disabled man is unable, because of his handicap, to earn the full prevailing wage for his occupation, an adjustment in accordance with the rules and regulations of the establishment is made. Where working agreements are in effect between employers and employees, the regulations thereof govern the procedure in adjusting such partial wages. Where there are no such facilities, the adjustment is made by conference between the man, his employer, and a representative of the Federal Board. It should be fully understood that the disabled man himself, as a free contracting agent, may in every case accept or reject any terms or scale proposed.

The disabled man should, however, receive equal pay for equal work, and under no circumstances will a wage for a disabled man be approved by the Federal Board where it appears that decreases have been made because he is receiving a compensation for his injury from the Government.

#### **WILL SAFEGUARD HIS INTERESTS.**

As the official friend and adviser to the disabled man, the Board will keep in touch with him, through its representatives, for such period after he enters employment as may be necessary to complete, in each individual case, his reestablishment as a civilian worker. The Board will protect him against injustice or exploitation by the adjustment of difficulties, and, if need be, by aiding him through further training or assistance to secure other and more desirable employment in the same or another occupation.

## MAINTENANCE OF DISABLED MEN WHILE IN TRAINING.

Prior to entering a receiving station to be tested as to his interest and abilities for different lines of work or to entering a regular training course, the man's dependents are in no way entitled to support in whole or in part from the board. If they be in need or in distress the matter should be brought to the attention of the Red Cross. If for the purposes of carrying out the law under these regulations it is necessary to have the man travel to and remain at a certain point for a brief period the District Vocational Officers may issue him such meal (Form 507) and lodging (Form 508) requests as are necessary. The District Vocational Officer may, if deemed advisable, arrange with a hotel or a lodging house to care for men under investigation at a cost not to exceed \$2.50 per day for board and lodging, and when less than a full day \$1 for lodging and \$0.50 for each of three meals.

While in training under section 2 of the Law, which includes men in Receiving Stations, the man is entitled to support and maintenance from the Board for both himself and his dependents. This training pay will be paid by the board directly to the man. The amounts so payable are prescribed in that part of section 2 of the act which reads as follows: "Every person electing to follow such a course of vocational rehabilitation shall, while following the same, be paid monthly by the said board from the appropriation hereinafter provided such sum as in the judgment of the said board is necessary for his maintenance and support and for the maintenance and support of persons depending upon him, if any: *Provided, however,*

That in no event shall the sum so paid such person while pursuing such course be more than \$80 per month for a single man without dependents, or for a man with dependents \$100 per month plus the several sums prescribed as family allowances under section 204 of Article II of the War-Risk Insurance Act."

All disabled men in training under said section 2 as amended shall receive, while following courses prescribed and provided by the board, the following monthly payments, depending upon the number and relationship of their dependents, the maximum sum payable to a man and his dependents, in any individual case, however, not to exceed \$150 per month.

	Per month.
Man _____	\$80. 00
*Man with wife but no children_____	115. 00
*Man with wife and 1 child_____	125. 00
*Man with wife and 2 children_____	132. 50
*Man with wife and 3 children_____	137. 50
*Man with wife and 4 children_____	142. 50
*Man with wife and 5 children_____	147. 50
Man with wife and 6 or more children_____	150. 00
*Man with no wife but 1 child_____	105. 00
*Man with no wife but 2 children_____	112. 50
*Man with no wife but 3 children_____	120. 00
*Man with no wife but 4 children_____	130. 00
*Man with no wife but 5 children_____	135. 00
*Man with no wife but 6 children_____	140. 00

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\* In addition to the amount shown, if there is a dependent grandchild, brother, sister, or additional parent \$5 additional per month will be allowed for each such dependent, provided that the sum paid does not exceed \$150 per month.

	Per month.
*Man with no wife but 7 children-----	\$145. 00
Man with no wife but 8 or more children----	150. 00
*Man with no wife and no children but with dependent mother or father-----	110. 00
*Man with no wife and no children but with dependent mother and father-----	120. 00
*Man with wife and dependent mother or father-----	125. 00
*Man with wife and dependent mother and father-----	135. 00
*Man with wife and 1 child and dependent mother or father-----	135. 00
*Man with wife and 1 child and dependent mother and father-----	145. 00
*Man with wife and 2 children and dependent mother or father-----	142. 50
Man with wife and 2 or more children and dependent mother and father-----	150. 00
*Man with wife and 3 children and dependent mother or father-----	147. 50
Man with wife and 4 or more children and de- pendent mother or father-----	150. 00
*Man with no wife but 1 child and dependent mother or father-----	115. 00
*Man with no wife but 1 child and dependent mother and father-----	125. 00
*Man with no wife but 2 children and de- pendent mother or father-----	122. 50

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\* In addition to the amount shown, if there is a dependent grandchild, brother, sister, or additional parent \$5 additional per month will be allowed for each such dependent, provided that the sum paid does not exceed \$150 per month.



Per month.

*Man with no wife but 2 children and dependent mother and father_____	\$132. 50
*Man with no wife but 3 children and dependent mother or father_____	130. 00
*Man with no wife but 3 children and dependent mother and father_____	140. 00
*Man with no wife but 4 children and dependent mother or father_____	140. 00
Man with no wife but 4 or more children and dependent mother and father_____	150. 00
*Man with no wife but 5 children and dependent mother or father_____	145. 00
Man with no wife but 6 or more children and dependent mother or father _____	150. 00
**Man with dependent grandchild, or dependent brother or sister, or additional dependent parent_____	105. 00

As used in the foregoing table:

1. The term "child" includes—

(a) A legitimate child.

(b) A child legally adopted before the date of commencement of training under the vocational rehabilitation act.

\* In addition to the amount shown, if there is a dependent grandchild, brother, sister, or additional parent \$5 additional per month will be allowed for each such dependent, provided that the sum paid does not exceed \$150 per month.

\*\* In addition to amount shown, if there is an additional dependent grandchild, or dependent brother or sister, or dependent parent \$5 additional per month will be allowed for each such dependent, provided that the sum paid does not exceed \$150 per month.



(c) A stepchild, if a member of the man's household.

(d) An illegitimate child of the man in training, if acknowledged by instrument in writing signed by him, or if he has been judicially ordered or decreed to contribute to such child's support, and if such child, if born after December 31, 1917, shall have been born in the United States or in its insular possessions.

2. The term "grandchild" means a child as above defined of a child as above defined.

3. The terms "child" and "grandchild" are limited to unmarried persons either (a) under 18 years of age, or (b) of any age, if insane, idiotic, or otherwise permanently helpless.

4. The term "parent" includes a father, mother, grandfather, grandmother, father through adoption, mother through adoption, stepfather, and stepmother, either of the person in training or of the spouse.

5. The terms "brother" and "sister" include brothers and sisters of the half blood as well as those of the whole blood, stepbrothers and stepsisters, and brothers and sisters through adoption.

Proof of the dependency of the persons for whom the applicant claims such a status must be secured before any amounts due the man in their behalf may be paid. All persons undergoing training under section 2 of the Law will be presumed to be single and without dependents until satisfactory evidence to the contrary has been filed with the board and will accordingly be paid \$80 per month until such evidence

has been so filed. Upon the filing of such evidence regarding dependents, such additional training pay as may be found to be due will be paid from the date training was commenced if persons named as dependents were dependent at that time. Additional training pay found to be due on account of a change in family conditions occurring after the date on which training was commenced will be paid from the exact date of such change. All persons who claim training pay on account of persons' dependents at the time of the commencement of their courses, or, on account of a subsequent change in family conditions, must submit a verified statement regarding such dependents as prescribed by the board on Form 544 Rev. with such evidence in support thereof as may be required.

No deduction in the training pay from the Federal Board to the disabled man being trained on a job will be made because he earns in addition some wage incidental to his work.

While in training under section 3 of the Law the man will receive no training pay from the board. He will, however, receive free of cost such instruction as may be prescribed by the board as well as the books and supplies which the board considers necessary for the purposes of such instruction. Such payments as may be due him from the bureau will not be affected in any way by the fact that he is receiving training under section 3 of the law.

With reference to the payments which the man may receive from the bureau while in training under section 2 of the Law, the following should be noted:

(a) Only in the cases where the amount of compensation due the man from the Bureau is in excess of what he would be entitled to from the Board can the bureau pay anything in the form of compensation either to the man or his dependents during the period the man is in training. In such cases—chiefly the blind and those otherwise totally disabled—the Bureau pays such an amount as may be necessary to make the total amount received by the man and his dependents equal to the amount that would be due them from the Bureau if the man were not in training.

(b) Such amounts as may be payable to the man or his dependents under the insurance clauses of the war-risk insurance act are not in any way affected by the man's relationship to the board.

(c) The fact that the bureau must cease making compensation payments to the man and his dependents as from the date on which he enters his training under the board, and the fact that the bureau must begin again to make such payments as the man and his dependents may be entitled to as from the date on which he completes his training under the board and is dropped from its pay roll, makes it necessary for the board to inform promptly the bureau as to the exact date on which each man starts his course and the exact date on which he has completed the course of training prescribed.

All disabled soldiers, sailors, or marines, whether in or out of the hospital, should address their communications either to the Federal Board for Vocational Education, Washington, D. C., or to the district or branch office of the Federal board of the district in

which they are located. The districts of the Board are as follows:

#### DISTRICT NO. 1.

Maine, New Hampshire, Vermont, Massachusetts, and Rhode Island.

Office :

Boston, Mass., 101 Milk Street.

Branch offices :

Portland, Me., 324-326 Masonic Building.

Springfield, Mass., 406 Massasoit Building.

Providence, R. I., 244 Main Street, 214 Jackson Building.

#### DISTRICT NO. 2.

New York, Connecticut, and New Jersey.

Office :

New York City, N. Y., 23 West Forty-third Street.

Branch offices :

Newark, N. J., 9-11 Franklin Street, 1020 Broad Street.

New Haven, Conn., 740 Chapel Street.

Buffalo, N. Y., 213 Mutual Life Building.

Rochester, N. Y., 75 State Street.

Hartford, Conn., Municipal Building.

Camden, N. J., 311 Temple Building.

Syracuse, N. Y., 327 Montgomery Street.

Watertown, N. Y., Home Service Section, American Red Cross.

Albany, N. Y., 326 Educational Building.

Troy, N. Y., 32 Post Office Building.

Utica, N. Y., Courthouse Building.

#### DISTRICT NO. 3.

Delaware and Pennsylvania.

Office :

Philadelphia, Pa., 140 North Broad Street.

Branch offices :

Scranton, Pa., Cornell Building, 319 Washington Avenue.

Dubois, Pa., Deposit National Bank Building.

Allentown, Pa., Sixth and Hamilton Streets, B. and B. Building.

Pittsburgh, Pa., 491 Union Arcade Building.

## Branch offices—Continued.

Erie, Pa., Marine National Bank Building.  
 Johnstown, Pa., Chamber of Commerce.  
 Harrisburg, Pa., Spooner Building.  
 Williamsport, Pa., 27 Post Office Building.

## DISTRICT NO. 4.

District of Columbia, Maryland, Virginia, and West Virginia.

## Office :

Baltimore, Md., 660 Lexington Building.

## Branch offices :

Norfolk, Va., 400 Flat Iron Building.  
 Richmond, Va., 605 Times Dispatch Building.  
 Charleston, W. Va., 108½ Capitol Street.  
 Washington, D. C., 1410 Pennsylvania Avenue NW.

## DISTRICT NO. 5.

North Carolina, Georgia, South Carolina, Florida, and  
 Tennessee.

## Office :

Atlanta, Ga., 823 Forsyth Building.

## Branch offices :

Savannah, Ga., Board of Trade Building.  
 Nashville, Tenn., 61 Noel Block.  
 Charlotte, N. C., United States Assay Office.  
 Raleigh, N. C. (Temp.), American Red Cross.  
 Columbia, S. C., 500 Loan and Exchange Bank Building.  
 Jacksonville, Fla., 6 Chamber of Commerce.

## DISTRICT NO. 6.

Alabama, Mississippi, and Louisiana.

## Office :

New Orleans, La., 412-432 Maison Blanche Annex.

## Branch offices :

Birmingham, Ala., 711 Chamber of Commerce Building.  
 Jackson, Miss., West Capitol Street, Gaddis Building.

## DISTRICT NO. 7.

Ohio, Indiana, and Kentucky.

## Office :

Cincinnati, Ohio, Denton Building, Seventh and Race  
 Streets.

## Branch offices :

Cleveland, Ohio, Home Service Section, American Red Cross.

Indianapolis, Ind., 630-631 Lemcke Building.

Columbus, Ohio., 518 Clinton Building, S East Chestnut Street.

Toledo, Ohio, 705-707 Nasby Building.

Louisville, Ky., 612 Starks Building.

## DISTRICT No. 8.

Michigan, Illinois, and Wisconsin.

## Office :

Chicago, Ill., 220 South State Street.

## Branch offices :

Peoria, Ill., 401 Federal Building.

Detroit, Mich., 207 Henry Street.

Milwaukee, Wis., 1303 First National Bank Building

Green Bay, Wis., Federal Building.

Saginaw, Mich., 310 Eddy Building.

Grand Rapids, Mich., 406 Widdicomb Building.

Eau Claire, Wis., 37 City Hall Building.

## DISTRICT No. 9.

Iowa, Nebraska, Kansas, and Missouri.

## Office :

St. Louis, Mo., 815-824 Chemical Building.

## Branch offices :

Kansas City, Mo., 411-412 Massachusetts Building.

Lincoln, Nebr., fourth floor, City Hall.

Wichita, Kans., Federal Board for Vocational Education.

Des Moines, Iowa, 123 Courthouse Building.

## DISTRICT No 10.

Minnesota, North Dakota, South Dakota, and Montana.

## Office :

Minneapolis, Minn., Room 742, Metropolitan Bank Building.

## Branch offices :

Fargo, N. Dak., 55 Edwards Building.

Great Falls, Mont., Todd Block.

Helena, Mont., Union Bank Building.

Duluth, Minn., Irving Moore Memorial Building.

St. Paul, Minn., 411 Post Office Building.

Sioux Falls, S. Dak., Western Surety Building, Eighth and Main Streets.



## DISTRICT No. 11.

Wyoming, Colorado, New Mexico, and Utah.

Office :

Denver, Colo., 400 Mercantile Building.

Branch offices :

Salt Lake City, Utah, 70 East South Temple Street.

Pueblo, Colo., 4 County Courthouse.

Albuquerque, N. Mex., Commerce Building.

## DISTRICT No. 12.

California, Nevada, and Arizona.

Office :

San Francisco, Calif., 544 Flood Building.

Branch office :

Los Angeles, Calif., 207 South Broadway.

## DISTRICT No. 13.

Idaho, Oregon, and Washington.

Office :

Seattle, Wash., 539 Central Building.

Branch offices :

Portland, Oreg., 209 Medical Building.

Boise, Idaho, Overland Building.

Spokane, Wash., 309 Hutton Building.

## DISTRICT No. 14.

Arkansas, Oklahoma, and Texas.

Office :

Dallas, Tex., Dallas Club Building, 118 South Poydras Street.

Branch offices :

Houston, Tex., 507 Prince Theater Building.

San Antonio, Tex., 626 Moore Building, corner Houston and Avenue C.

Waco, Tex., 605 Amicable Life Building.

El Paso, Tex., 9-10 Chamber of Commerce Building.

Fort Worth, Tex., 43½ Jennings Avenue.

Tulsa, Okla., 203 Lynch Building.

Oklahoma City, Okla., 310 Culbertson Building.

Little Rock, Ark., Room 28, Post Office Building.

## SUPERVISOR FOR THE BLIND.

O. H. Burritt, Supervisor for the Blind.

Office :

Washington, D. C., Division of Rehabilitation, Nineteenth  
and D Streets NW.

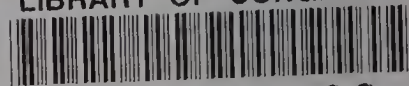
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